

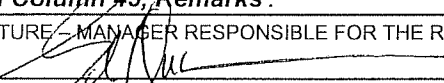
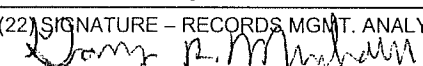
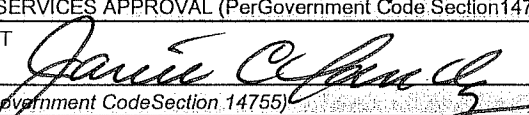
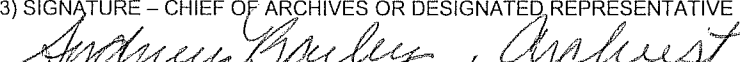
GC 28059

## RECORDS RETENTION SCHEDULE

## STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Public Utilities Commission		(2) AGENCY BILLING CODE 59000	(3) PAGE 1 OF 7 PAGES	
(4) DIVISION/ BRANCH/ SECTION Executive Director's Office		(5) ADDRESS 505 Van Ness Avenue, Room 5321, San Francisco, CA 94102		
CHECK THE APPROPRIATE BOX				
(6)	<input checked="" type="checkbox"/>	New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]		
(7)	<input type="checkbox"/>	Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)		
(8)	<input type="checkbox"/>	Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)		
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER ED-1	(10) SCHEDULE DATE 1/9/2008	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 31
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The Executive Director's Office has overall responsibility for assuring that the Commission's decisions and policies are implemented and works in conjunction with Commissioners, Directors and staff to coordinate and facilitate the handling of procedural matters and the internal operations of the Commission. The Executive Director works with the Commissioners, Directors, staff, oversight agencies, the Legislature, the Governor's Office and all external stakeholders to coordinate and facilitate timely handling of procedural matters and operations.				
PART I - AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <b>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 15, Remarks.</b>				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Deputy Executive Director	(20) PHONE NUMBER 415-703-5765	(21) DATE SIGNED 1/10/2008
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST 	(23) CLASSIFICATION BSO II Supervisor	(24) NAME (Printed or Typed) Gary R. Munherl	(25) PHONE NUMBER 415-703-1860	(26) DATE SIGNED 1/11/2008
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE - CalRIM CONSULTANT 		(28) APPROVAL NUMBER 08-031	(29) DATE SIGNED 1/29/2008	(30) EXPIRATION DATE 1/29/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31)	<input type="checkbox"/>	Contains no material subject to further review by the California State Archives		
(32)	<input checked="" type="checkbox"/>	Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)		
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 		(34) DATE SIGNED Feb. 15, 2008		

FOR ARCHIVES' STAMP

CALIFORNIA  
STATE ARCHIVES

## RECORDS RETENTION SCHEDULE

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(35) CalRIM APPROVAL NUMBER											(36)	
08-031											PAGE 2 OF 3 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1	3	NOTIFY ARCHIVES	Administrative Records Correspondence	P, E		Active 3			3		Inactive when inquiries/request satisfied. Destroy on-site. +	
2	4	NOTIFY ARCHIVES	Chron files	P E		3		perm	perm		Retain in the office until term ends then transfer to SRC for permanent storage.	
3	1	NOTIFY ARCHIVES	Retirement resolutions	P		1		perm	perm		Historical -store on-site	
4	15	NOTIFY ARCHIVES	Minutes of Commission meetings	P		5		perm	perm		Originals retained in the office and Dept. for 5 years then transfer to SRC for permanent storage. +	
5	6	NOTIFY ARCHIVES	Program Records Conflict of Interest	P		Active 7			7		Retain as current or active until superceded.	
6	1		Workplans	P		3			3		Retain as current or active until superceded.	
7	1	NOTIFY ARCHIVES	Presentations, speeches, testimony	P		Active		perm	perm		Retain in the office until term ends then transfer to SRC for permanent storage.	

\* Provide total of office and departmental

ITEM #	CUBIC FEET	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<b><u>Records Management</u></b>								
8			Std. Form 70, Records Inventory Worksheet	P/E		<i>CURRENT</i>				<i>CURRENT</i>	Retain as <i>CURRENT</i> until next inventory or when no longer needed for reference or analysis, whichever is later. Destroy on site.
9			Std. Form 71, Records Transfer List	P/E		<i>CURRENT</i>				<i>CURRENT</i>	Retain as <i>CURRENT</i> until records have been either destroyed, retired permanently, transferred to State Archives, or are no longer needed, whichever is later. Destroy on site.
10			Std. Forms 73, Records Retention Schedule Retention Schedule	P/E		<i>CURRENT</i>				<i>CURRENT</i>	<i>RETAIN AS 'CURRENT' UNTIL REVISED</i> . Although revision is required every five years from date of approval from SGD, RRS that are not revised remain in effect but are not considered "active." Destroy on site.